

Customs Invoice

(Fill in, photocopy, then insert 3 copies in sleeve of consignment)

Shippers Details

Company Name: _____

ABN: _____

Address (incl. Department): _____

Suburb/Town/City: _____

Contact Name _____

Contact Phone Number: _____

Receivers Details

Company Name: _____

Address: _____

Suburb/Town/City: _____

Country: _____

Contact Name _____

Contact Phone Number: _____

Details of Consignment

Description of goods	Country of Manufacture	Quantity	Value per Item	Total Value
Total Consignment Value				

Note: It is essential to provide CUSTOMS with a value.

CUSTOMS DO NOT accept "No Commercial value" or "Nil", as a value.

Consignment note number: _____

Name of Carrier: _____

Total Number of packages: _____

Reason for sending: _____

The above information is true and correct to the best of my knowledge.

Print name: _____

Signature: _____

Date: _____

SOME INFORMATION REGARDING CUSTOMS DECLARATIONS

In response to F.A.Q.

When should a Customs Declaration be used?

If you are sending anything other than DL, C5, C4 or magazine by standard international mail, complete a customs declaration.

When sending anything via Priority Pack or other Courier (door to door express service), complete a customs declaration.

In general, go by the principle - when in doubt complete a customs declaration. This ensures no delays.

Where can the forms be obtained?

There is a Customs Declaration Form (Invoice) that can be downloaded from the Property website. Or they can be obtained from the Mailroom.

You can also use a green Customs sticker (CN22 available at a Post Office, or the Mailroom) when sending standard International mail.

Where should they be attached?

You can either put the customs declaration in a standard envelope (clearly mark it as customs invoice or customs declaration) and stick the envelope to the box or package, or use a clear sleeve which can be provided by the mailroom. An envelope will suffice.

How strict are Customs Offices globally?

Customs regulations globally are not unified - one rule applying in New Zealand may not apply in Japan. Some countries are stricter than others and apply the regulations vigorously.

Stick to the principle, when in doubt include a customs declaration.

If it's not a letter (DL, C5, C4) or a magazine, include a customs declaration.
